



# ARKANSAS STATE CRIME LABORATORY

## QUESTIONED DOCUMENT SECTION

### GUIDELINES FOR OBTAINING KNOWN HANDWRITING EXEMPLARS

The following guidelines may be used to obtain known handwriting and/or hand printing exemplars from a person (writer). **Everyone must complete sections A through E.** Follow instructions, i.e. print/write, etc. for parts A through E.

- \* **Reproduce the original conditions as nearly as possible** with respect to text speed, slant, size of paper, size of writing, type of writing media, etc.
- \* **Use parts F through H to obtain samples from dictation** until it is believed normal writing has been produced. The number of samples necessary cannot be determined in advance.  
**NOTE: The questioned material should be duplicated as closely as possible, i.e. have writer print if the questioned material is printed, write if it is in cursive. Be sure to duplicate any and all signatures appearing on the questioned document.**
- \* Do not allow the writer to see either the original document in question or a photograph thereof.
- \* Remove each sample from the sight of the writer as soon as it is completed.
- \* **Do not give instructions in spelling, punctuation or arrangement.**
- \* Use the same writing media, such as type and size of paper, writing media, printed forms such as checks or notes. **NOTE: Ball point pen is the preferred writing instrument.**
- \* Obtain the full text of the questioned writing in word-for-word order at least once, if possible.  
**Signatures and less extensive writing should be prepared several times, each on a different piece of paper.** In hand printing cases, both upper case (capital) and lower case (small) samples should be obtained.
- \* In forgery cases the laboratory should also be furnished with genuine signatures of the person whose name is forged.
- \* Obtain samples of supplementary writings such as sketches, drawings, manner of addressing an envelope, etc.
- \* Writer should sign and date each page.
- \* Witness each sample with date and initials (or name).
- \* Consider furnishing UNDICTATED specimens to supplement the dictated specimens.
- \* Obtain and submit **ORIGINAL DOCUMENTS** when possible.
- \* Familiarize yourself with all aspects of the questioned material involved in a case. Furnish copies of the documents to assist other officers when they are requested to obtain known exemplars.

## HANDWRITING OR HANDPRINTING EXEMPLARS

### TO BE FILLED OUT BY THE WRITER

|                                 |     |        |      |      |                        |  |  |  |
|---------------------------------|-----|--------|------|------|------------------------|--|--|--|
| Name                            |     |        |      |      | Social Security Number |  |  |  |
| Address                         |     |        |      |      | Birthplace             |  |  |  |
|                                 |     |        |      |      | Birthdate              |  |  |  |
| Sex                             | Age | Height | Hair | Eyes | Complexion             |  |  |  |
|                                 |     |        |      |      |                        |  |  |  |
| Employer And Employer's Address |     |        |      |      | Your Occupation        |  |  |  |
|                                 |     |        |      |      | Education              |  |  |  |
|                                 |     |        |      |      |                        |  |  |  |

With which hand do you normally write? ----- LEFT RIGHT

Can you write equally well with both hands? ----- YES NO

Do you require the use of corrective lenses when writing? ----- YES NO

Have you suffered any injuries or taken any medications, etc. which  
may effect your present writing ability? ----- YES NO

If yes, explain: \_\_\_\_\_

### PART A - HANDWRITING AND HANDPRINTING SPECIMEN

**WRITE (DO NOT PRINT)**

THE CAPITAL LETTERS OF THE ALPHABET

|       |       |       |       |       |       |       |       |       |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

|              |               |
|--------------|---------------|
| Signature    | Date          |
| _____        | _____         |
| Witnessed By | Date And Time |
| _____        | _____         |

**PART A - HANDWRITING AND HANDPRINTING SPECIMEN - CONTINUED**

**WRITE (DO NOT PRINT)**

THE LOWER CASE LETTERS OF THE ALPHABET

|       |       |       |       |       |       |       |       |       |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

**PRINT (DO NOT WRITE)**

THE CAPITAL LETTERS OF THE ALPHABET

|       |       |       |       |       |       |       |       |       |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

**PRINT (DO NOT WRITE)**

THE LOWER CASE LETTERS OF THE ALPHABET

|       |       |       |       |       |       |       |       |       |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

**SYMBOLS (AS YOU NORMALLY WRITE THEM)**

|       |       |       |       |       |       |       |       |       |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| @     | #     | \$    | %     | ¢     | &     | *     | =     | ?     |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| !     | "     | '     | :     | ;     | .     | ,     | +     |       |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

*Signature*

*/Date*

*Witnessed By*

*Date And Time*

**PART B - HANDWRITING AND HANDPRINTING SPECIMEN**

**WRITE (DO NOT PRINT)**

January 15, 1989

February 23, 1990

March 18, 1991

April 9, 1992

May 27, 1993

June 4, 1994

July 25, 1995

August 31, 1996

September 20, 1997

October 8, 1998

November 6, 1999

December 29, 2000

**PRINT (DO NOT WRITE)**

January 15, 1989

February 23, 1990

March 18, 1991

April 9, 1992

May 27, 1993

June 4, 1994

July 25, 1995

August 31, 1996

September 20, 1997

October 8, 1998

November 6, 1999

December 29, 2000

*Signature*

*/Date*

*Witnessed By*

*/Date And Time*

**PART B - HANDWRITING AND HANDPRINTING SPECIMEN - CONTINUED**

**WRITE (DO NOT PRINT)**

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Mon.

Tues.

Wed.

Thur.

Fri.

Sat.

Sun.

**PRINT (DO NOT WRITE)**

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

*Signature*

*Date*

*Witnessed By*

*Date And Time*

**PART B - HANDWRITING SPECIMEN - CONTINUED**

**PRINT (DO NOT WRITE)**

Mon.

Tues.

Wed.

Thur.

Fri.

Sat.

Sun.

**PART C - CHECK-TYPE ENTRIES**

**WRITE THE FOLLOWING AMOUNTS**

\$4,124 and 76/100

\$42,375 and 00/00

\$3,964 & 26/XX

\$8396

\$2,678 and 91/100

\$2,147. & 65/00

714.00

\$76289.00

\$36,498 and XX/00

\$51,333 and XX/00

\$15,000.00

\$100000.00

*Signature*

*Date*

*Witnessed By*

*Date And Time*

**PART C - CHECK-TYPE ENTRIES - CONTINUED**

|                |                     |
|----------------|---------------------|
| \$4,685.       | \$596 999 and XX/00 |
| \$12345.67     | \$44,988. and XX/00 |
| \$72,964.35    | \$1,691             |
| \$95,000.00/00 | \$67,759-21/100     |
|                |                     |
|                |                     |

**WRITE THE FOLLOWING (DO NOT PRINT)    Example: (*Seven*    7) (*Thirteen*    13)**

|                    |                    |              |
|--------------------|--------------------|--------------|
| One _____          | Two _____          | Three _____  |
| Four _____         | Five _____         | Six _____    |
| Seven _____        | Eight _____        | Nine _____   |
| Ten _____          | Eleven _____       | Twelve _____ |
| Thirteen _____     | Fourteen _____     |              |
| Fifteen _____      | Sixteen _____      |              |
| Seventeen _____    | Eighteen _____     |              |
| Nineteen _____     | Twenty _____       |              |
| Twenty four _____  | Twenty Seven _____ |              |
| Thirty three _____ | Thirty Five _____  |              |
| Forty six _____    | Forty Eight _____  |              |
| Fifty two _____    | Fifty Seven _____  |              |
| Sixty one _____    | Sixty Six _____    |              |
| Seventy five _____ | Seventy _____      |              |

|                     |                      |
|---------------------|----------------------|
| <i>Signature</i>    | <i>Date</i>          |
| <i>Witnessed By</i> | <i>Date And Time</i> |

**PART C - CHECK-TYPE ENTRIES - CONTINUED**

Eighty three \_\_\_\_\_ Eighty Four \_\_\_\_\_

Ninety six \_\_\_\_\_ Ninety Nine \_\_\_\_\_

One hundred \_\_\_\_\_ Fifteen hundred \_\_\_\_\_

Six hundred forty seven thousand

Seven hundred ninety two thousand

**WRITE (DO NOT PRINT)**

Interest Expense \_\_\_\_\_ Paid \_\_\_\_\_

Deposit \_\_\_\_\_ PD \_\_\_\_\_

Union Dues \_\_\_\_\_ Inc. \_\_\_\_\_

Savings & Loan \_\_\_\_\_ Rec'd \_\_\_\_\_

Charity \_\_\_\_\_ Bank \_\_\_\_\_

Withdraw \_\_\_\_\_ Cash \_\_\_\_\_

Paid In Full \_\_\_\_\_ Loan \_\_\_\_\_

Dollars \_\_\_\_\_ Cents \_\_\_\_\_

For Deposit Only \_\_\_\_\_

**PRINT (DO NOT WRITE)**

Interest Expense \_\_\_\_\_ Paid \_\_\_\_\_

Deposit \_\_\_\_\_ PD \_\_\_\_\_

Union Dues \_\_\_\_\_ Inc. \_\_\_\_\_

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Witnessed By* \_\_\_\_\_ *Date And Time* \_\_\_\_\_

**PART C - CHECK-TYPE ENTRIES - CONTINUED**



|                  |       |       |       |
|------------------|-------|-------|-------|
| Savings & Loan   | _____ | Rec'd | _____ |
| Charity          | _____ | Bank  | _____ |
| Withdraw         | _____ | Cash  | _____ |
| Paid In Full     | _____ | Loan  | _____ |
| Dollars          | _____ | Cents | _____ |
| For Deposit Only | _____ |       |       |

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**PART D - TIME AND ADDRESS**

---

|           |       |           |       |            |       |
|-----------|-------|-----------|-------|------------|-------|
| 8:45 a.m. | _____ | 3:39      | _____ | 10:18 a.m. | _____ |
| 6:58 p.m. | _____ | 2:29 CST  | _____ | 11:52 EDT  | _____ |
| 5:27 Pst  | _____ | 1:34 a.m. | _____ | 9:44 a.m.  | _____ |

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**PART D - TIME AND ADDRESS - CONTINUED**

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Dr. Joseph Church, M.D.  
 7589 South Medical Place Suite #432  
 C/O P.O. Box 1693  
 Streetville, New York 80053

---

Main Blvd. Savings & Loan  
 6902 East Western Avenue  
 Corporate Square, North Dakota 41837

|   |                      |  |
|---|----------------------|--|
| <hr/> <p><b><i>Signature</i></b></p> <hr/>    | <hr/> <p> </p> <hr/> | <hr/> <p><b><i>Date</i></b></p> <hr/>          |
| <hr/> <p><b><i>Witnessed By</i></b></p> <hr/> | <hr/> <p> </p> <hr/> | <hr/> <p><b><i>Date And Time</i></b></p> <hr/> |

**PART E - NAMES AND OCCUPATIONS**

Arthur Thomas Rosenburg, M.D. \_\_\_\_\_

Annabelle J. Smith, R.N. \_\_\_\_\_

Bryan Douglas Robinson, Pres. \_\_\_\_\_

Betsy Lynn Sheaffer, Ph.D. \_\_\_\_\_

Charles James Johnson, L.P.N. \_\_\_\_\_

Connie P. Roman, Asst. Manager \_\_\_\_\_

Douglas N. Hartbrough, Doctor \_\_\_\_\_

Debbi T. Johnston, Secretary \_\_\_\_\_

Edward Nick Pierce, Laborer \_\_\_\_\_

Elizabeth Kathleen Regan, C.P.A \_\_\_\_\_

Francis Xavier O'Donald, Esq. \_\_\_\_\_

Gregory Niles Rodgers, D.D.S. \_\_\_\_\_

Horatio Alexander Isben, Jr. \_\_\_\_\_

Isadore Jenkins Xerxes, Supervisor \_\_\_\_\_

Jacqueline Kelly Thompson, Mgr. \_\_\_\_\_

Kyle Mitchell O'Dell, Esq. \_\_\_\_\_

Nathaniel Palmer Jones Williams, V.P. \_\_\_\_\_

Quincy Rufus Jones, Carpenter \_\_\_\_\_

Reginald Harrison Richardson, Ph.D. \_\_\_\_\_

Stephen Vincent Brockington, Esq. \_\_\_\_\_

Timothy Kenneth Ziegler, Sr. \_\_\_\_\_

Stanley George Kominski, Plumber \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witnessed By**

\_\_\_\_\_  
**Date And Time**

**PART E - NAMES AND OCCUPATIONS - CONTINUED**

Valerie Maria Townsend, Secretary \_\_\_\_\_

Wallace Harry Ridgley, Dentist \_\_\_\_\_

Zachary Samuel Goldbert, C.P.A. \_\_\_\_\_

Martin Alexander Pinkman, O.D. \_\_\_\_\_

Boris Hugo Quirke, Machinist \_\_\_\_\_

Renaldo Garcia Valdez, Salesman \_\_\_\_\_

Mario Anthony Caruso, Carpenter \_\_\_\_\_

Webster Lawrence Underhill, Pres. \_\_\_\_\_

**PART F - MONEY ORDER SAMPLE**

|                                       |               |
|---------------------------------------|---------------|
| From _____                            | Date _____    |
| Address _____                         | City/St _____ |
| Pay To The<br>Order Of _____          |               |
| Amount _____ DOLLARS                  |               |
| Big City Bank<br>Anytown, AR<br>_____ |               |

|                                 |                            |       |  |
|---------------------------------|----------------------------|-------|--|
| Pay To The<br>Order Of _____    |                            |       |  |
| Sender _____                    | Dollars                    | Cents |  |
| Address _____                   |                            |       |  |
| Pay The<br>Sum Of _____ DOLLARS |                            |       |  |
| Big City Bank<br>Anytown, AR    |                            |       |  |
| Date _____                      | Authorized Signature _____ |       |  |

*Signature*

*Date*

*Witnessed By*

*Date And Time*

**PART G - CHECK SAMPLE**

|                              |          |
|------------------------------|----------|
| Date _____                   |          |
| Pay To The<br>Order Of _____ | \$ _____ |
| _____ DOLLARS                |          |
| Big City Bank<br>Anytown, AR |          |
| Memo _____                   |          |

|                              |          |
|------------------------------|----------|
| Date _____                   |          |
| Pay To The<br>Order Of _____ | \$ _____ |
| _____ DOLLARS                |          |
| Big City Bank<br>Anytown, AR |          |
| Memo _____                   |          |

|                              |          |
|------------------------------|----------|
| Date _____                   |          |
| Pay To The<br>Order Of _____ | \$ _____ |
| _____ DOLLARS                |          |
| Big City Bank<br>Anytown, AR |          |
| For _____                    |          |

***Signature***

***Date***

***Witnessed By***

***Date And Time***

**PART G - CHECK SAMPLE - CONTINUED**

|                              |          |
|------------------------------|----------|
| Date _____                   |          |
| Pay To The<br>Order Of _____ | \$ _____ |
| _____ DOLLARS                |          |
| Big City Bank<br>Anytown, AR |          |
| Memo _____                   |          |

|                              |          |
|------------------------------|----------|
| Date _____                   |          |
| Pay To The<br>Order Of _____ | \$ _____ |
| _____ DOLLARS                |          |
| Big City Bank<br>Anytown, AR |          |
| Memo _____                   |          |

|                              |          |
|------------------------------|----------|
| Date _____                   |          |
| Pay To The<br>Order Of _____ | \$ _____ |
| _____ DOLLARS                |          |
| Big City Bank<br>Anytown, AR |          |
| For _____                    |          |

***Signature***

***Date***

***Witnessed By***

***Date And Time***

**PART G - CHECK SAMPLE - CONTINUED**

|                              |          |
|------------------------------|----------|
| Date _____                   |          |
| Pay To The<br>Order Of _____ | \$ _____ |
| _____ DOLLARS                |          |
| Big City Bank<br>Anytown, AR |          |
| Memo _____                   |          |

|                              |          |
|------------------------------|----------|
| Date _____                   |          |
| Pay To The<br>Order Of _____ | \$ _____ |
| _____ DOLLARS                |          |
| Big City Bank<br>Anytown, AR |          |
| Memo _____                   |          |

|                              |          |
|------------------------------|----------|
| Date _____                   |          |
| Pay To The<br>Order Of _____ | \$ _____ |
| _____ DOLLARS                |          |
| Big City Bank<br>Anytown, AR |          |
| For _____                    |          |

***Signature***

***Date***

***Witnessed By***

***Date And Time***

**PART G - CHECK SAMPLE - CONTINUED**

|                              |          |
|------------------------------|----------|
| Date _____                   |          |
| Pay To The<br>Order Of _____ | \$ _____ |
| _____ DOLLARS                |          |
| Big City Bank<br>Anytown, AR |          |
| For _____                    |          |

|                              |          |
|------------------------------|----------|
| Date _____                   |          |
| Pay To The<br>Order Of _____ | \$ _____ |
| _____ DOLLARS                |          |
| Big City Bank<br>Anytown, AR |          |
| For _____                    |          |

|                              |          |
|------------------------------|----------|
| Date _____                   |          |
| Pay To The<br>Order Of _____ | \$ _____ |
| _____ DOLLARS                |          |
| Big City Bank<br>Anytown, AR |          |
| For _____                    |          |

(LINED)      **DICTATED ENDORSEMENTS**      (UNLINED)  
**SIGNATURES**

|         |         |
|---------|---------|
| X _____ | X _____ |
| _____   | _____   |
| X _____ | X _____ |
| _____   | _____   |
| X _____ | X _____ |
| _____   | _____   |
| X _____ | X _____ |
| _____   | _____   |
| X _____ | X _____ |

(LINED)      **DICTATED ENDORSEMENTS**      (UNLINED)  
**SIGNATURES**

|         |         |
|---------|---------|
| X _____ | X _____ |
| _____   | _____   |
| X _____ | X _____ |
| _____   | _____   |
| X _____ | X _____ |
| _____   | _____   |
| X _____ | X _____ |
| _____   | _____   |
| X _____ | X _____ |

|                           |                            |
|---------------------------|----------------------------|
| <i>Signature</i> _____    | <i>Date</i> _____          |
| <i>Witnessed By</i> _____ | <i>Date And Time</i> _____ |
| _____                     | _____                      |



**PART H - DICTATED WRITING (UNLINED PAPER)**

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|                     |                       |
|---------------------|-----------------------|
| <i>Signature</i>    | <i>Date</i>           |
| <i>Witnessed By</i> | <i>/Date And Time</i> |

